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TO: Selected District Superintendents with Schools in the First Cohort of the Immediate Intervention/Underperforming Schools Program (II/USP)

FROM: Joanne Mendoza, Deputy Superintendent
Curriculum and Instructional Leadership Branch
California Department of Education

Subject: **End of Year Financial Expenditure Report and Required District Evaluation of II/USP**

The purpose of this memorandum is to apprise districts with schools in the first cohort of the Immediate Intervention/Underperforming Schools Program (II/USP) of two upcoming requirements: an *End of Year Financial Expenditure Report* that must be submitted to the California Department of Education by **August 31, 2001**, and, pursuant to Education Code Section 52058, an evaluation of the impact, costs, and benefits of the program as it relates to the school district and the schools under its jurisdiction, due to the California Department of Education on or before **November 30, 2001**.

The *End of Year Financial Expenditure Report* is required in order to account for district expenditure of II/USP funds and to prepare the grant awards for the succeeding year. Districts must submit the enclosed *End of Year Financial Expenditure Report* by August 31, 2001. Please send this report to the address indicated at the bottom of the report form.

Education Code Section 52058 requires that "Each school district with schools participating in the Immediate Intervention/Underperforming Schools Program established pursuant to Section 52053 shall submit to the Superintendent of Public Instruction **an evaluation of the impact, costs, and benefits of the program** as it relates to the school district and the schools under its jurisdiction that are participating in the program and whether or not the schools met their growth targets, with an analysis of the reasons why the schools have or have not met those growth targets." The requirements of that evaluation are outlined below.

School districts must submit the evaluation on or before November 30, 2001; “The evaluation shall be submitted by November 30, subsequent to the first full year of action plan implementation...”. The requirements of the evaluation are taken directly from the statute, a copy of which is enclosed.

Please prepare for each II/USP school on the enclosed list:

- a **narrative synopsis** (summary) not to exceed two pages that succinctly summarizes the “**impacts, costs, and benefits of the program...**”.
- a maximum of five pages of **evidence to support the narrative synopsis**. Evidence shall include, but is not limited to, pupil performance data as described in EC52058 (c)(1) and (3)(A); and program implementation data as described in Section 52058(c)(2).

Supporting evidence may be presented in chart, table, or other graphic form where appropriate. Be sure to label the source for any information, program, etc. and identify how the information is supportive of the conclusions drawn.

Districts should submit:

- A **district synopsis**, not to exceed three pages, with any additional evidence not included in the school evidence sections. Please limit district evidence to five pages.
- A synopsis and evidence for each Cohort I II/USP school in the district.
- The enclosed cover page

Thank you for your cooperation and commitment to the II/USP program. For questions regarding II/USP, please contact the School Reform Assistance Office at (916) 657-3803. Questions about the required evaluation may be directed to Barbara Colton via email: bcolton@cde.ca.gov.

Attachments

End of Year Expenditure Report
Education Code Section 52058
District Cover Page
[II/USP Schools](#)